# Michigan Deptartment of Treasury 496 (2-04) Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.	eport						
Local Government Type City Township Village Ot	Local Government Name		County				
Audit Date Opinion Date	Date Accountant	Report Submitted to State:					
We have audited the financial statements of accordance with the Statements of the Grandial Statements for Counties and Local	overnmental Accounting Standar	ds Board (GASB) and the	Uniform Reporting Format fo				
We affirm that:							
We have complied with the Bulletin for to	ne Audits of Local Units of Govern	ment in Michigan as revised					
We are certified public accountants regis	stered to practice in Michigan.						
We further affirm the following. "Yes" respon comments and recommendations	ses have been disclosed in the fir	nancial statements, including	the notes, or in the report of				
You must check the applicable box for each i	tem below.						
Yes No 1. Certain component	units/funds/agencies of the local ι	unit are excluded from the fin	ancial statements.				
Yes No 2. There are accumula 275 of 1980).	ated deficits in one or more of th	is unit's unreserved fund ba	alances/retained earnings (P.A.				
Yes No 3. There are instance amended).	s of non-compliance with the Ur	niform Accounting and Budo	geting Act (P.A. 2 of 1968, as				
<u> </u>	s No 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.						
<u> </u>	s deposits/investments which do 29.91], or P.A. 55 of 1982, as am		equirements. (P.A. 20 of 1943,				
Yes No 6. The local unit has b	een delinquent in distributing tax r	evenues that were collected	for another taxing unit.				
Yes No 7. pension benefits (n	violated the Constitutional requirormal costs) in the current year. In the normal cost requirement, no	If the plan is more than 100	0% funded and the overfunding				
Yes No 8. The local unit uses (MCL 129.241).	credit cards and has not adopt	red an applicable policy as	required by P.A. 266 of 1995				
Yes No 9. The local unit has n	ot adopted an investment policy a	s required by P.A. 196 of 199	97 (MCL 129.95).				
We have enclosed the following:		Enclosed	To Be Not Forwarded Required				
The letter of comments and recommendation	ns.						
Reports on individual federal financial assist	ance programs (program audits).						
Single Audit Reports (ASLGU).							
Certified Public Accountant (Firm Name)							
Street Address	City	St	ate ZIP Code				
Accountant Signature Signature Signature	P. c .	Da	ate				

# Township of Pine Grove Van Buren County, Michigan FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT

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#### INDEPENDENT AUDITORS' REPORT

Board of Trustees Township of Pine Grove, Michigan

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Township of Pine Grove, Michigan, as of March 31, 2006, and for the year then ended, which collectively comprise the Township's basic financial statements, as listed in the contents. These financial statements are the responsibility of the Township of Pine Grove, Michigan's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Township of Pine Grove, Michigan, as of March 31, 2006, and the respective changes in financial position thereof for the year then ended in conformity with U.S. generally accepted accounting principles.

The budgetary comparison schedules are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

The Township of Pine Grove, Michigan, has not presented the management's discussion and analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be a part of, the financial statements.

Sigfied Crankell P.C.

### **BASIC FINANCIAL STATEMENTS**

# Township of Pine Grove STATEMENT OF NET ASSETS

March 31, 2006

	Governmental activities		
ASSETS			
Current assets:			
Cash	\$	730,366	
Prepaid expenses		6,637	
Receivables, net		64,380	
Total current assets		801,383	
Noncurrent assets:			
Capital assets, net of accumulated depreciation		551,295	
Total assets		1,352,678	
LIABILITIES			
Current liabilities - payables		55,446	
NET ASSETS Invested in capital assets Restricted for public works Unrestricted		551,295 12,850 733,087	
Total net assets	\$	1,297,232	

# Township of Pine Grove STATEMENT OF ACTIVITIES

		Program revenues		ues	reve cha	expenses) nues and anges in t assets		
	E:	xpenses		rges for ervices	grai	erating nts and ibutions		ernmental ctivities
Functions/Programs								
Governmental activities:		· ·						
Legislative	\$	6,528	\$	-	\$	_	\$	(6,528)
General government		159,846		30,477		-		(129,369)
Public safety		131,945		25,209		-		(106,736)
Public works		112,417		15,099		4,307		(93,011)
Community and economic								
development		3,835		-		-		(3,835)
Health and welfare		3,726		7,924				4,198
Culture and recreation	_	144		-		. =	-	(144)
Total governmental activities	<u>\$</u>	418,441	<u>\$</u>	78,709	<u>\$</u>	4,307		(335,425)
donvinos	Ge	neral reve	nues	1				
		Taxes						288,896
		State gran	ıts					217,378
		Investmen		ome				11,987
		Other						1,114
		Total	gen	eral revent	ues			519,375
	Ch	ange in ne	t ass	ets				183,950
	Ne	et assets - l	pegin	ning				1,113,282
	Ne	et assets - e	endin	g			\$	1,297,232

### Township of Pine Grove BALANCE SHEET - governmental funds

March 31, 2006

	General	Road	Fire	Total governmental funds
ASSETS Cash Receivables Due from other funds	\$ 729,124 43,038	\$ - 12,196 654	\$ 1,242 9,146 31,538	\$ 730,366 64,380 32,192
Total assets	\$ 772,162	<u>\$ 12,850</u>	<u>\$ 41,926</u>	\$ 826,938
LIABILITIES AND FUND BALANCES Liabilities:				
Payables  Due to other funds	\$ 13,520 32,192	\$ - 	\$ 41,926 ————————————————————————————————————	\$ 55,446 32,192
Total liabilities	45,712		41,926	87,638
Fund balances: Unreserved:				40.050
Designated Undesignated	- 726,450	12,850		12,850 726,450
Total fund balances	726,450	12,850	_	739,300
Total liabilities and fund balances	\$ 772,162	\$ 12,850	<u>\$ 41,926</u>	\$ 826,938
Total fund balances - total governmen	tal funds			\$ 739,300
Amounts reported for governmental ac assets (page 4) are different because:		atement of net		
Prepaid expenses are not a current fir are not reported in the funds.	nancial resource	and, therefore	1	6,637
Capital assets used in <i>governmental a</i> resources and, therefore, are not repo	551,295			
Net assets of governmental activities				\$ 1,297,232

### Township of Pine Grove STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - governmental funds

	General	Road	Fire	_	Total ernmental funds
REVENUES					
Taxes	\$ 79,769	\$ 135,664	\$ 101,740	\$	317,173
Licenses and permits	25,209	-	-		25,209
State grants	217,378	-	-		217,378
Charges for services	17,299	-	_		17,299
Interest and rentals	19,911	-	-		19,911
Other	5,421				5,421
Total revenues	364,987	135,664	101,740		602,391
EXPENDITURES					
Legislative	6,528	-	-		6,528
General government	169,255	-	•••		169,255
Public safety	30,205	-	101,740		131,945
Public works	32,751	122,814	-		155,565
Health and welfare	807	- '	-		807
Community and economic development	3,835	-	-		3,835
Culture and recreation	144				144
Total expenditures	243,525	122,814	101,740		468,079
NET CHANGES IN FUND BALANCES	121,462	12,850	-		134,312
FUND BALANCES - BEGINNING	604,988				604,988
FUND BALANCES - ENDING	\$ 726,450	<u>\$ 12,850</u>	\$ -	<u>\$</u>	739,300
Net change in fund balances - total govern	\$	134,312			
Amounts reported for governmental activit activities (page 5) are different because:	ies in the state	ement of			
Capital assets:					
Assets acquired					75,562
Provision for depreciation					(32,561)
Net increase in prepaid expenses					6,637
Change in net assets of governmental act	ivities			\$	183,950

# Township of Pine Grove STATEMENT OF FIDUCIARY NET ASSETS - Agency Fund

March 31, 2006

**ASSETS** 

Cash

30,020

LIABILITIES

Payables

\$ 30,020

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The accounting policies of the Township of Pine Grove, Michigan (the Township), conform to U.S. generally accepted accounting principles (hereinafter referred to as generally accepted accounting principles) as applicable to governments. The following is a summary of the more significant policies.

a) Reporting entity:

The accompanying financial statements present only the Township. There are no component units, entities for which the Township is considered to be financially accountable.

b) Government-wide and fund financial statements:

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the Township. The effect of inter-fund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

c) Measurement focus, basis of accounting, and financial statement presentation:

The government-wide financial statements are reported using the economic resources, measurement focus, and the accrual basis of accounting, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources, measurement focus, and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Township generally considers revenues to be available if they are expected to be collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

c) Measurement focus, basis of accounting, and financial statement presentation (continued): State grants, licenses and permits, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable only when cash is received by the government.

The Township reports the following major governmental funds:

The General Fund is the government's primary operating fund. It accounts for all financial resources of the Township, except those required to be accounted for in another fund. Revenues are primarily derived from property taxes and state shared revenue.

The Road Fund accounts for Township road improvements financed through property taxes.

The Fire Fund accounts for the financial resources used for the operational costs of the Township Fire protection functions. Revenues are primarily derived from property taxes.

Private-sector standards of accounting issued prior to December 1, 1989, are generally followed in the government-wide financial statements to the extent that those standards do not conflict with the standards of the Governmental Accounting Standards Board (GASB).

The Township reports two fiduciary funds, its Tax Collection and Agency Fund, which account for assets held by the Township in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Amounts reported as program revenues include: (1) charges to customers or applicants for goods, services, or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

- d) Assets, liabilities, and net assets or equity:
  - i) Bank deposits Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Pooled interest income is proportionately allocated to all funds.
  - ii) Receivables In general, outstanding balances between funds are reported as "due to/from other funds." No allowance for uncollectible accounts has been recorded as the Township considers all receivables to be fully collectible.
  - iii) Prepaid items Certain payments to vendors reflect costs applicable to future fiscal years and are recorded as prepaid items in the government-wide financial statements.

### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

d) Assets, liabilities, and net assets or equity (continued):

iv) Capital assets - Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, sidewalks, and similar items), are reported in the government-wide financial statements. Capital assets are defined by the Township as assets other than infrastructure with an initial individual cost of more than \$1,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. Governments can elect to account for infrastructure assets either retroactively to June 15, 1980, or prospectively. The Township has elected to account for infrastructure assets prospectively, beginning April 1, 2005.

Capital assets are depreciated using the straight-line method over the following useful lives:

Buildings and improvements

15 - 60 years

Park Roads 3 - 5 years

5 - 30 vears

v) Fund equity - In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

vi) Property tax revenue recognition - Property taxes are levied as of December 1 on property values assessed as of December 31 of the prior year. The billings are due on or before February 14, after which time the bill becomes delinquent and penalties and interest may be assessed by the Township. Property tax revenue is recognized in the year for which taxes have been levied and become available. The Township levy date is December 1, and, accordingly, the total levy is recognized as revenue in the current year.

### NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY:

Budgetary information - P.A. 621 of 1978, Section 18(1), as amended, provides that a local unit shall not incur expenditures in excess of the amount appropriated. Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. The budget document presents information by fund, function, and department. The legal level of budgetary control adopted by the governing body is the function level. All annual appropriations lapse at the end of the fiscal year. The Township had no significant budget variations during the fiscal year.

#### NOTE 3 - CASH

The Township's cash is reported as follows:

	 vernmental activities	F	iduciary	<u>Total</u>
Deposits Cash on hand	\$ 727,418 2,948	\$ —	30,020	\$ 757,438 2,948
Total	\$ 730,366	\$	30,020	\$ 760,386

#### Deposits with financial institutions:

Michigan Compiled Laws Section 129.91 (Public Act 20 of 1943, as amended) and the Township's investment policy authorize the Township to make deposits in the accounts of federally-insured banks, credit unions, and savings and loan associations that have an office in Michigan. The Township's deposits are in accordance with statutory authority.

Custodial credit risk of deposits is the risk that, in the event of the failure of a depository financial institution, the Township will not be able to recover its deposits. Deposits are exposed to custodial credit risk if they are not covered by depository insurance and are uncollateralized. As of March 31, 2006, \$557,971 of the Township's bank balances of \$757,971 was exposed to custodial credit risk because it was uninsured.

The Township believes that it is impractical to insure all bank deposits due to the amounts of the deposits and the limits of FDIC insurance. As a result, the Township evaluates each financial institution with which it deposits funds and assesses the risk level of each institution. Only the institutions with an acceptable estimated risk level are used as depositories.

#### NOTE 4 - RECEIVABLES:

Receivables as of year end for the Township's individual major funds are as follows:

_Fund	Ac	counts		roperty taxes	Inter- ernmental	_	Totals_
General Road Fire	\$	2,910 - -	\$	6,542 12,196 9,146	\$ 33,586 - -	\$	43,038 12,196 9,146
Totals	<u>\$</u>	2,910	<u>\$</u>	27,884	\$ 33,586	<u>\$</u>	64,380

All receivables are due within one year and are considered fully collectible.

#### NOTE 5 - CAPITAL ASSETS:

Capital asset activity for the year ended March 31, 2006, was as follows:

	Beginning balance	Increases	Decreases	Ending balance
Governmental activities:	•			
Capital assets not being depreciated - land	\$ 79,353	\$	\$	\$ 79,353
Capital assets being depreciated:				
Buildings	252,291	5,637	-	257,928
Equipment	33,520	2,333	-	35,853
Infrastructure	233,174	67,592	_	300,766
Park	9,133			9,133
Subtotal	528,118	75,562		603,680
Less accumulated depreciation for:				
Buildings	43,524	5,158	-	48,682
Equipment	23,203	2,959	_	26,162
Infrastructure	23,317	24,444	-	47,761
Park	9,133	·		9,133
Subtotal	99,177	32,561	<del>-</del>	131,738
Total capital assets being				•
depreciated, net	428,941	43,001		471,942
Governmental activities capital assets, net	\$ 508,294	\$ 43,001	<u> </u>	\$ 551,295

## Depreciation expense was charged to functions of the Township as follows:

Governmental activities:

General government \$ 5,198
Public works 24,444
Health and welfare 2,919

Total governmental activities \$32,561

#### NOTE 6 - PAYABLES:

	_A	ccounts	gov	Inter- enrmental	_Totals_
General Fire	\$	10,522	\$	2,998 41,926	\$ 13,520 41,926
Total	\$	10,522	\$	44,924	\$ 55,446

#### NOTE 7 - INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS:

At March 31, 2006, the composition of interfund balances is as follows:

<u>Fund</u>	Red	ceivable_	Fund	Payable
Road Fire	\$	654 31,538	General	\$ 32,192
Total	\$	32,192		

The interfund payables to the Road and Fire Funds represent revenues collected in the General Fund to pay for operational costs of the Fire and Road Funds.

#### **NOTE 8 - RISK MANAGEMENT:**

The Township is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation). The Township has purchased commercial insurance for each of these claims and is neither self-insured nor participates in a shared-risk pool. Settled claims relating to commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

#### NOTE 9 - DEFINED CONTRIBUTION PENSION PLAN:

The Township provides pension benefits for substantially all of its full-time employees through a defined contribution plan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan, plus investment earnings. State statutes assign the authority to establish and amend benefit provisions to the Township Board of Trustees. Elected officials must have attained the age of 21 and have completed at least one year of eligibility service, which is a 12 consecutive month period during which an employee completes at least 1,000 hours of service. The first eligibility year of service begins on the day the first hour of service is completed. The Township contributes 17% of the participating employee's annual compensation to the plan. The Township's contributions are fully vested from the date of contribution. The Township is not responsible for investment management of plan assets. The Township made the required contribution of \$7,691.

#### NOTE 10 - CONSTRUCTION CODE ACT:

A summary of construction code enforcement transactions for the year ended March 31, 2006, is as follows:

Revenues	\$ 18,263
Expenses	21,425

Deficiency of revenues over expenses  $\frac{(3,162)}{}$ 

### **REQUIRED SUPPLEMENTARY INFORMATION**

# Township of Pine Grove BUDGETARY COMPARISON SCHEDULE - General Fund

	Original budget	Amended budget	Actual	Variance favorable (unfavorable)
REVENUES				
Taxes	\$ 103,000	\$ 103,000	\$ 79,769	\$ (23,231)
Licenses and permits	37,000	37,000	25,209	(11,791)
State grants	150,000	150,000	217,378	67,378
Charges for services	10,750	10,750	17,299	6,549
Interest and rentals	11,200	11,200	19,911	8,711
Other	5,103	5,103	5,421	318
Total revenues		317,053	364,987	47,934
	317,053	317,000	304,907	<del></del>
EXPENDITURES	-			
Legislative	6,528	6,528	6,528	_
Logislative				
General government:				•
Supervisor	14,240	14,240	13,294	946
Elections	6,000	6,000	719	5,281
Assessor	16,200	18,595	16,447	2,148
Clerk	19,920	19,920	20,099	(179)
Board of Review	2,050	2,050	1,479	571
Treasurer	22,635	22,635	20,938	1,697
Hall and grounds	23,942	30,299	29,709	590
Cemetery	13,400	13,400	9,600	3,800
Other	63,979	70,834	56,970	13,864
	<u> </u>			
Total general				
government	182,366	197,973	169,255	28,718
	07.000	27 000	30,205	6,795
Public safety - building inspections	37,000	37,000	30,205	0,795
Public works:				
Street lights	2,500	2,517	2,517	<b></b>
Transfer station	33,180	33,180	27,417	5,763
Public transit	600	600	600	-
Drains at large	2,000	2,217	2,217	-
Dialis at large	2,000	2,217		
Total public works	38,280	38,514	32,751	5,763
Total papilo works				
Health and welfare - ambulance	2,000	2,204	807	1,397
	<del> </del>	· · · · · · · · · · · · · · · · · · ·	<del></del>	

# Township of Pine Grove BUDGETARY COMPARISON SCHEDULE - General Fund (Continued)

EXPENDITURES (Continued)	Original budget	Amended budget	<u>Actual</u>	Variance favorable (unfavorable)	
Community and economic development - planning and zoning	\$ 6,166	\$ 6,286	\$ 3,835	\$ 2,451	
Culture and recreation: Parks Library	500 500	500 500	144	356 500	
Total culture and recreation	1,000	1,000	144	856	
Total expenditures	273,340	289,505	243,525	45,980	
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	43,713	27,548	121,462	93,914	
OTHER FINANCING USES Transfer out - Road fund	(13,586)	(22,734)		22,734	
NET CHANGES IN FUND BALANCES	30,127	4,814	121,462	116,648	
FUND BALANCES - BEGINNING	604,988	604,988	604,988		
FUND BALANCES - ENDING	<u>\$ 635,115</u>	\$ 609,802	\$ 726,450	\$ 116,648	

# Township of Pine Grove BUDGETARY COMPARISON SCHEDULE - Road Fund

	Original budget		Amended budget		Actual		Variance favorable (unfavorable)	
REVENUES								<del></del>
Taxes	\$	135,664	\$	135,664	\$	135,664	\$	-
EXPENDITURES Public works		149,250		158,398		122,814		35,584
DEFICIENCY OF REVENUES OVER EXPENDITURES		(13,586)		(22,734)		12,850		35,584
OTHER FINANCING SOURCES Transfer in - General fund		13,586		22,734				(22,734)
NET CHANGES IN FUND BALANCES		-		-		12,850		12,850
FUND BALANCES - BEGINNING		<del></del>		-		-		
FUND BALANCES - ENDING	\$	_	\$	-	\$	12,850	\$	12,850

# Township of Pine Grove BUDGETARY COMPARISON SCHEDULE - Fire Fund

	Original budget		Amended budget		Actual		Variance favorable (unfavorable)	
REVENUES Property taxes	\$	-	\$	101,740	\$	101,740	\$	-
<b>EXPENDITURES</b> Public safety				101,740		101,740		
NET CHANGES IN FUND BALANCES		-		· <b>-</b>		-		-
FUND BALANCES - BEGINNING		-						Nd
FUND BALANCES - ENDING	\$		\$		<u>\$</u>		\$	-